EDUCATION SECRETARIAT

Passes orders on the proposals of the Director of Public Instruction in connection with the inauguration of the proposed Committee on Educational Reform in Mysore.

READ—

Letter dated 28th August 1952, from the Director of Public Instruction, submitting proposals in connection with the inauguration of the proposed Committee on Educational Reform in Mysore.

ORDER NO. E. 7613-23—EDN. 84-52-4, DATED BANGALORE, THE 4TH SEPTEMBER 1952.

The Director of Public Instruction requests sanction to arrange for a formal function for the inauguration of the proposed Committee on Educational Reform in Mysore at Mysore on 26th September 1952, *i.e.*, the day of Saraswati Awahana, he being authorised to be in charge of the inaugural function. This is sanctioned.

The Director of Public Instruction is permitted to send invitations in his name to Educationists and other distinguished personages outside the State also. The function may be held in the Jagan Mohan Palace with the concurrence of the Palace Authorities.

The Director, Government Printing, is authorised to undertake and execute all printing work in this connection including invitations on a rush basis at the request of the Director of Public Instruction.

The Vice-Chancellor of the University and the other Heads of Departments and the Local Bodies at Mysore are requested to co-operate with the Director of Public Instruction in organising this function and to render every facility required by him in this connection.

The Director requests sanction for a lumpsum grant of Rs. 1,500 (Rupees one thousand and five hundred only) to meet the expenses connected with this function. This is also sanctioned subject to the condition that the expenditure should be kept down to the minimum possible. The cost will be met from the sanctioned grants of the Department for the current year. The Director of Public Instruction is requested to take all necessary steps connected with the successful organisation of this function.

M. S. SWAMINATHAN,
Secretary to Government,
Education Department.

FINANCIAL SECRETARIAT

Approves the introduction of Rent Rules in the State Public Works Department based on the lines of those in Madras Public Works Department, with effect from the 1st April 1952.

READ—

Letter No. 301—W.M., dated 31st May 1951 of the Accountant-General, Mysore, Bangalore, forwarding a set of rules framed on the lines of those in Madras Public Works Account Code pertaining to rent accounts, for adoption in the Mysore Public Works Account Code.

2. Letter No. 4126—S., dated 16th January 1952, from the Chief Engineer of Mysore, Bangalore, agreeing to the introduction of the rent rules suggested by the Accountant-General, Mysore, Bangalore, from 1952-53, *viz.*, from 1st April 1952.

ORDER NO. FI. (B) 2058-68—C.R. 7-52-3, DATED BANGALORE, THE 30TH MAY 1952.

The revised procedure in regard to the Rent Accounts in the Public Works Division Offices, etc., based on the rules contained in the Madras Public Works Account Code (*vide* Annexure) has to be followed in all Public Works Division and Sub-Division Offices with effect from 1st April 1952.

The Chief Engineer in Mysore, Bangalore, shall in consultation with the Accountant-General, Mysore, Bangalore, issue needful instructions in the matter.

Necessary amendments to the rules in the Mysore Public Works Account Code will issue separately.

M. SHAMANNA,
Secretary to Government,
Finance Department.

ANNEXURE.

Rent Accounts in Public Works Division Offices.

I. The recovery of rents from Government servants occupying rentable buildings in charge of the department shall be made by deduction from their pay bills through the Treasury Officer or other disbursing officer concerned.

(i) Amounts due on account of the hire of Government furniture and on account of the value of articles of furniture and other Government property lost or damaged by a Government servant as well as any other dues for which a Government servant may be liable to Government in respect of the residence allotted to him shall also be recovered by deduction from pay bills in accordance with the rules in this paragraph.

(ii) A demand in Form A "Statement of rents recoverable from pay bills" should be sent, in duplicate, by about the 25th of each month, to the officers concerned as indicated below who will make the necessary recoveries and return one copy of the statement duly completed not later than the 4th of the following month, the other copy being attached to the bill from which the recovery has been made :—

1. Treasury Officers in respect of gazetted officers.
2. Drawing Officers in respect of the non-gazetted officers.
3. Officers drawing cheques in respect of gazetted and non-gazetted officers whose salaries are drawn by cheques.

(iii) In cases of cash recovery from Government servants coming under Item No. 3 above, and other exceptional cases, the Divisional Office should obtain from the disbursing officers a certified statement in Form A.

(iv) In Form A will also be included any amounts due on account of the hire of Government furniture, the value of articles of furniture and other Government property lost or damaged by a Government servant as well as any other dues for which a Government servant may be liable to Government in respect of the residence allotted to him.

(v) A separate Form A should be prepared in respect of each tenant who is a gazetted Government servant who draws his pay direct from the Treasury. For non-gazetted Government servants there should be a single consolidated form for each class of establishment whose pay is drawn in a separate bill. Likewise, in respect of a gazetted and non-gazetted staff whose pay is drawn by cheques a consolidated statement should be prepared. Particulars in regard to this should be obtained by the Divisional Office from the drawing officers.

(vi) In the case of gazetted Government servants, the Form A will be filled up from the information furnished by them. In the case of non-gazetted Government servants, the Form A will be prepared on the basis of information to be obtained from drawing officers.

(vii) The Executive Engineer should provide also for the recovery of additional rent due either because the full amount has not been collected in the previous month or because arrears of emoluments have been paid to a Government servant.

(viii) Treasury Officers and other disbursing or drawing officers should recover the amounts specified by the Divisional Officer, without prior reference to the tenants and to note in the statement of rents the particulars of emoluments, and of changes therein in respect of Government servants whose rent is limited to a percentage of such emoluments.

(ix) If an Executive Engineer becomes aware that the emoluments of a Government servant have been changed in respect of a period during which he occupied a Government residence at some other station or stations, he should see that the intimation of the change of emoluments is given to the Divisional Officers of the stations concerned to enable them to recover the arrears of rent where necessary.

(x) Amounts recovered by deduction from pay bills cashed at the treasuries subordinate to the same Accountant-General as the Divisional Officer, will not be passed on to the latter for adjustment in his accounts, as the Accountant-General will credit the revenue heads concerned direct in his own books. The Divisional Officer should, however, credit the accounts of the tenants in the Register of Rents of Buildings and Lands (Form B) with the recoveries as certified by the Treasury or other officer concerned and forward the statements with a consolidated Rent Return prepared in Form A by the 8th of the following month along with the Divisional accounts.

(xi) The Accountant-General will forward to the Divisional Office for verification and return the statements in Public Works Account Form A received during the month in the Audit Office with the accounts of ten per cent of the treasuries selected by him. The Divisional Accountant should compare these statements with the corresponding entries in the Register of Rents of Buildings and Lands (Form B) and see that no statement pertaining to the Treasury has been omitted to be sent by the Audit Office, and take steps to revise the assessment of rents of Government servants whose rates of emoluments have been altered by the Audit Office.

(xii) The duties of a Treasury or other officer in the matter of recovery of rents are laid down below :—

He will note in column 6 of both copies of the Statement of rents ;

(*a*) the emoluments actually drawn by the tenant, where they differ from those entered by the Executive Engineer in column 3 ;

(*b*) any sum drawn by the tenant as arrears of emoluments, with details of the rate at and period for which it has been drawn.

(xiii) He will also note in column 6 the number of the bill from which deduction of each item of the rent was made, and if, in any instance, the rent noted in column 4 has not been recovered in full, a brief explanation of the reasons for non-recovery.

(xiv) He will continue to recover rent at a rate once intimated by the Executive Engineer, until advice to the contrary is received from him, whether the monthly demand statement Form A has been received or not ; and when a Government servant is transferred, proceeds on leave, or retires, he will, unless otherwise instructed by the Executive Engineer, follow the procedure noted below :—

(*a*) if the Government servant is paid up to the date of making over charge, recover from the pay bill the rent due up to that date ;

(*b*) if the Government servant is not paid up to the date of making over charge, recover the rent due for the period covered by pay bill and note on the reverse of the L.P.C. the balance of rent due for recovery for the remaining period up to the date of making over charge.

He will not conduct any correspondence with tenants on the subject of their rents but will refer them to the Executive Engineer.

(xv) Recoveries made by officers not coming within the account jurisdiction of the same Accountant-General as the Divisional Officer should be credited to the accounts of tenants in the Register of Rent of Buildings and Lands (Form B) and adjusted in the Divisional Accounts by debit to the remittance head concerned, on the authority of the certified statements without waiting for the intimation of the corresponding credits from the Audit Office.

The statements received from disbursing officers and forwarded to the Audit Office along with the Divisional Accounts will however be sent periodically to the Audit Officers of the Circles concerned for verification.

II. A register in Form B (Register of Rents of Buildings and Lands) should be maintained in the Divisional Office to show the monthly assessments, realisations and balances of rents, of all residential buildings (including office buildings used as residences) and of such other buildings, lands, etc., as may be available for being let.

(i) Private buildings which have been hired for use as residences or are used as such wholly or in part, should be included in this register.

(ii) The entries relating to the assessment of rent should be made month by month and for this purpose arrangements should be made to obtain timely intimation (with full particulars) of all changes of tenancy from the subordinates in charge of the properties.

(iii) If any property is occupied free of rent or if the rate for any month's assessment is neither the standard rate nor the 10 per cent of the occupant's emoluments, a suitable remark (quoting authority) should be made against the entry relating to it. If a Government servant is not entitled to but is actually allowed the benefit of the 10 per cent concession, a reference to the specific orders of Government allowing it, should be recorded in the remarks column of the Register of Rent.

(iv) The total realisations of each month should be abstracted at the foot of the register, so as to show separately (1) Cash realised in the division, (2) recoveries by other Disbursing Officers adjusted in the Divisional Accounts [(paragraph I (xv)] and (3) recoveries at Treasuries of the State adjustable in the Audit Office [Paragraph I (x)] for rents of buildings and rents of lands, etc. If any buildings are provided with special services such as furniture, etc., for which rent is charged separately, the account of rent charged for each building in respect of these services should be kept separate from that of the rent for the building itself and in the abstract also the realisations on account of each of these services should be shown separately.

(v) Refunds of rents realised should be treated as payments made and should, therefore, be shown separately as minus realisation in the Register of Rents and Buildings and Lands and thus distinguish them from the gross realisations of rent.

FORM A.

Statement of Rents recoverable in cash or by deduction from Pay Bills.

Name of Division.....Major Head to be credited .....

Reg. No. of Building	Name of Building	Name, rank and office of occupant, with rates of his pay and allowances, as known to the Divisional Officer	Amount due to end of..... 19 .	To be filled in by the Treasury or other Disbursing Officer	
				Amount recovered during ..... 19 .	Remarks with date and other particulars of changes in the rates of emoluments shown in Column 3
1	2	3	4	5	6
			Rs. a. p.	Rs. a. p.	

Forwarded to the.....(Treasury or other Disbursing Officer).

Date.....19 . *Divisional Officer.*

Completed and returned to the Officer in Charge.....Division.

Certified that the pay and allowances of the tenants named herein remained unchanged during the month and that no arrears of emoluments were paid to them during the previous month except as indicated in column 6.

Date.....19 .

Treasury or other Disbursing Officer.

FORM B.

Register of Rents of Buildings and Lands.

Regd. No. of Building or Land	Particulars of property (including class and name in case of building)	By whom occupied		Standard Rent (in red ink)		Arrears from last year	April 19 .			May 19 .			June 19 .			July 19 .	August and etc., 19 .	March 19 . (supply.)			Remarks
		Name, Rank and Office	Pay and Allowance	Authority	Rate		Assessments	Realisations	Balance	Assessments	Realisations	Balance	Assessments	Realisations	Balance			Assessments	Realisations	Balance	
28	Class I Divisional Officer's Residence.	Rai Sahib Mukundlal, Executive Engineer, Ajmere Division.	Rs. 1,350 p.m.	S. R. 1. Circle No. 22-W., dated 12th January 1939.	Rs. 110	Rs. 110	Rs. 110	Rs. 110	Rs. 110	Rs. 110	Rs. 110	Rs. 110	Rs.	Rs.	Rs.			Rs.	Rs.	Rs.	
				Total ...	...	...		...			...			...					...		

Dated..... *Initials of the Divisional Accountant.*

Dated..... *Initials of the Divisional Officer.*

Recoveries how effected	Rent of Building	Other rents	Total	Rent of Building	Other rents	Total	Rent of Building	Other rents	Total		Rent of Building	Other rents	Total	Remarks
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		Rs.	Rs.	Rs.	
C. Cash realised in the Division ...	...	...	...	...	...	...	...	...	...		...	...	...	
A. Recoveries by other disbursing officers adjusted in the Divisional Accounts.	...	...	...	...	...	...	...	...	...		...	...	...	
T. Recoveries at treasuries in the same circle of account adjustable in the Accountant-General's Office.	...	...	...	...	...	...	...	...	...		...	...	...	
Total ...		...			...			...						

243